DIRECTORATE OF TRAINING & PLACEMENT
ICSI, NEW- DELHI
Recruitment of Company Secretary (CS)

Information about the Vacancy:

Spencer Stuart India Pvt Ltd is looking for One Company Secretary in Mumbai having 1- 2 Years of experience.

Job Description:

- Handle all company law compliances
- RBI compliances
- Preparation of employment contracts and other employment related matters
- Review of our client contracts and assisting the consultant team with drafting these as well
- Assisting with income tax compliances – TDS return and GST filings
- Assisting in the annual Audit with Statutory Auditors

Eligibility:

- Should be associate Member of Institute of Company Secretaries of India.
- 1 - 2 Years of experience.

Salary Details:

35,000 – 50,000 (depends on work experience)

Job Location:

Mumbai

Apply at:

Interested candidates to send their resumes to **Process Over**